United Nations ST/SGB/2005/10

Secretariat

2 May 2005

Secretary-General's Bulletin

Establishment of a Senior Advisory Board on Services to the Public

1. A number of revenue-producing services are rendered to the public by the United Nations at different duty stations. They include:

(a) Guided lecture tours for visitors to the United Nations;

(b) Souvenir shops and gift centres;

(c) Sale of United Nations publications and the operation of bookshops;

(d) Philatelic sales by the United Nations Postal Administration.

2. The Senior Advisory Board on Services to the Public of the United Nations Secretariat is hereby established with immediate effect. The Senior Advisory Board will assist the Secretary-General in the formulation of overall policies aimed at publicizing the purposes and achievements of the United Nations through the provision of such services while producing sufficient income to sustain related activities on a self-supporting basis.

3. The function of the Senior Advisory Board will be to:

(a) Advise the Secretary-General on measures which would:

(i) Promote an integrated and unified approach to dealing with public services at Headquarters;

(ii) Enhance the image of the United Nations presented to the public;

(iii) Optimize revenue while ensuring maximum public awareness of the work and objectives of the United Nations;

(b) Assist the heads of departments directly involved in the provision of services to the public in coordinating policies in their respective areas of responsibility in support of the unified approach;

(c) Provide appropriate guidance to the Director-General of the United Nations Office at Geneva, the Director-General of the United Nations Office at Vienna and the Director-General of the United Nations Office at Nairobi with regard to income-generating activities at those three offices.

05-33173 (E) 060505

4. The membership of the Senior Advisory Board will include the Under-Secretary-General for Communications and Public Information; the Under-Secretary-General for Management; the Under-Secretary-General for General Assembly and Conference Management; and a representative of the Executive Office of the Secretary-General. The Under-Secretary-General for Communications and Public Information and the Under-Secretary-General for Management will co-chair the Senior Advisory Board. The Director-General of the United Nations Office at Geneva, the Director-General of the United Nations Office at Vienna and the Director-General of the United Nations Office at Nairobi will be invited to participate in meetings of the Board, as appropriate.

5. The Senior Advisory Board will be provided with secretariat services by the Programme Planning and Budget Division of the Office of Programme Planning, Budget and Accounts, Department of Management.

(*Signed*) Kofi A. **Annan**
Secretary-General